

United States Postal Service
**Drop Shipment Verification/Clearance
(PVDS) for Standard (A) Mail**

Requested In-Home Delivery Dates (3-day window)	
Plant-Verified Drop Shipment (PVDS) Verified and Paid for at:	<input type="checkbox"/> Origin Mailing Plant (DMU Verification) <input type="checkbox"/> Origin Post Office (BMEU Verification)

Section I - Mailer

- A. Complete section I and section III, item 1. Section I, items 9 and 10 are optional. *(If an appointment is required, item 8 is required at time of entry.)*
B. Submit this completed form with the related shipment and postage statement register to the detached mail unit (DMU) or business mail entry unit (BMEU) when the shipment is presented for verification and clearance for dispatch.
C. After the verifying employee has completed, signed, and dated this form, attach parts 1 and 3 to the left inside rear wall of the vehicle by the rear doors. If the vehicle is to stop at multiple destination facilities to deposit mail, place the clearance documents for each stop in separate envelopes bearing the name of each entry office.

1. Mailer's Name		7. Type and Number of Containers <input type="checkbox"/> Pallets With: <input type="checkbox"/> Trays <input type="checkbox"/> Sacks <input type="checkbox"/> Pkgs. _____ <input type="checkbox"/> Trays <input type="checkbox"/> Sacks: _____ <input type="checkbox"/> Other (Describe): _____	
2. Origin Plant Location or Post Office of Verification (City, State, ZIP + 4)		8. Drop Shipment Appointment No. (May be added after verification)	9. USPS Authorized Mailing ID Code (Optional)
3. Product Name			
4. Mail Type (Check all that apply) <input type="checkbox"/> Letters <input type="checkbox"/> Irregular Parcels <input type="checkbox"/> Flats <input type="checkbox"/> Outside Parcels <input type="checkbox"/> Machinable Parcels	5. Destination Entry Discounts Claimed (Check all that apply) <input type="checkbox"/> DDU <input type="checkbox"/> DBMC <input type="checkbox"/> DSCF <input type="checkbox"/> Zone Rates <input type="checkbox"/> Shipment includes pieces for delivery outside entry office service area	10a. Additional documentation attached describing mail to be off-loaded at entry office (e.g., bill of lading, sack/tray/pallet listing, vehicle load diagram, etc.) <input type="checkbox"/> Yes <input type="checkbox"/> No 10b. Mail Consolidator will Deposit Mail <input type="checkbox"/> Yes <input type="checkbox"/> No 10c. Name of Consolidator:	
6. Total Gross Weight of Shipment		11. Mailing Statement Number	

Section II - Post Office of Origin (Where Shipment is Verified)

- A. Be sure mailer has completed Section I and Section III, item 1. *(Items 9 and 10 are optional. Item 8 may be completed after dispatch at time of entry.)*
B. Complete section II. Show seal number that will be used to seal mailer's vehicle (at mailer's request) and vehicle identification number in items 11 and 12.
C. Retain part 2 (with Form 3602-PV) for your records.
D. Give parts 1 and 3 of this completed form to the mailer for placement in the vehicle in which shipments are dispatched.
E. After vehicle is loaded, secure with blue plastic PVDS seal (do not use metal seal) at mailer's request.

1. Origin Post Office (City, State, and ZIP + 4)	3. Permit Number: _____	<input type="checkbox"/> Permit Imprint <input type="checkbox"/> Meter <input type="checkbox"/> Precanceled Stamps
	4. Total Pieces	5. Total Weight
2. Vehicle Seal Number	6. Vehicle ID Number	

USPS Round Stamp (Required)

Section III - Destination Entry Post Office or Delivery Unit

- A. Reconcile information on this form against total volume in the shipment(s) deposited (e.g., count containers, weigh shipment, etc.).
B. If the vehicle was sealed, verify that the seal number in section II, item 2 matched that on the seal removed from the vehicle.
C. If the seal number and shipment volume match the shipment deposited, complete section III, items 2-9, and accept the mail. Give part 3 to driver.
D. Retain part 1, along with the seal removed from the vehicle, in your files for 1 year.
E. If the shipment volume and/or seal number do not match: (1) hold the shipment and vehicle, and (2) call the office of origin or the district office that made the appointment immediately to resolve the discrepancy. Describe any irregularities in item 7. *(Use additional sheets, if necessary.)*

1. Entry Office (City, State, ZIP + 4)		7. Comments	
2. USPS Receiving Employee's Signature			
3. Date Accepted	5. Date of Departure		
4. Time of Arrival	6. Time of Departure	8. Vehicle Seal No. if Sealed	9. Vehicle ID No.

